

Calcasieu Mid-Term Guide High School 19-20

I. Mid-term procedures

A. Principal or District Coordinator Communicate Grades Deadline for Teachers

Principal or District Coordinator communicates deadline for all assignments to be in Classroom GradeBook via emails, websites, or other means.

From the: REPORT CARD SCHEDULE 2019-2020

2nd Nine Weeks	Friday, December 20 (Mid-Term)
Wednesday, Dec 18	Open up 3 rd Marking Period Gradebooks
Friday, Dec. 20	12:00 pm MIS locks Gradebooks, runs calculations, generate confirming grade reports** MIS notifies school that confirming reports are on the h-drive 4:00 Unlock Gradebooks (*Warning - Final Lock will be on Tuesday at 8:00 am)
Monday, January 6	Teachers make Gradebook changes MIS enters VOS grades
Tuesday, January 7	8:00 am Final Gradebook Lock - All denying of credit must be completed MIS runs calculations MIS notifies school that Report cards are on h-drive
Wednesday, January 8	Report cards issued (extra day for calculation of midterm grades)

B. Teachers Update WebGradeBook Assignments

Ask teachers to check current and past grades in WebGradeBook for accuracy.

A quick way for Teachers to check averages from previous grading periods is to run the **Term Grades Report** in WebGradeBook.

Go to *Classroom > Reports > Rosters > Term Grades Report > All Students*.

Corrections should be made to assignments, with a **Save action to recalculate the average**.

C. Enter Final Averages for Homebound Student Courses

-For homebound student that have been homebound the entire nine weeks, the HB teacher will send the grade to the school and the counselor will enter the grade as the final marking period average of the course.

-If a student has not been homebound the entire nine weeks, once the HB teacher sends the grade to the school, the counselor will send the grade in progress to the teacher to average the HB grades with her classroom grades. The teacher may send the average to the counselor to enter in post grades by student.

Go to *Grades > Entry > Post Grades Master OR Post Grades by Student*. **Save action to recalculate the average**.

D. MIS Department will enter McNeese / Sowela and VOS Grades.

E. MIS Department will Import EOC/LEAP 2025 Scores for EOC classes.

II. Reports to Run Prior to Locking the Marking Period:

A. Missing Grades Audit

(DATA PROCESSING WILL DO FOR YOU)

Use this report to check for missing grading period grades. This is important because a missing grading period average will result in no final being calculated for the course.

Go to *Grades > Entry > Missing Grades Audit*

B. Assignment Audit

(DATA PROCESSING WILL DO FOR YOU)

Use this report to show you a list of teachers that currently have 12 or less assignment grades. Minimum requirement - 15 assignment grades per grading period (9 weeks)

This report will not show teachers with 0 assignments, you can also run the Missing Grades Audit.

C. Incomplete Grades Audit

(DATA PROCESSING WILL DO FOR YOU)

Check for "I" (incomplete) grades, which are the result of "I" grades given to assignments in WebGradeBook. When the teacher updates the "I" assignment to a valid grade, then clicks "Save", the average is updated. This will result in an accurate calculation of the final average.

Go to *Grades > Lists > Incomplete Grades Audit*.

D. Possible Failure Report (checking for E grades & F grades) **(DATA PROCESSING WILL DO FOR YOU)**

1. Use this report to check for students that have an **E grade** for marking period average (final) grade. This means that the only grade(s) that a student has earned is **E** (exempt) in that marking period. **E** is a valid assignment grade, but if it is the only grade(s) that a student has, his marking period will end up an **E**, with is not a valid marking period grade.
2. When running this report before semester averages have been calculated, the program will project semester averages and find students whose average of the 1st and 2nd marking period grades is an **F**. Since this is a projection, it will use whatever marking period grades exist at the time the report is run, which may not be the final marking period average since it will be run before the marking period ends.

F. Identify Students With High Absences for Possible Denial of Credit

Schools -(SEE HANDOUT)

G. Mid-Term Schedule Changes & Awarding ½ credit for Full Credit Classes

Schools-(SEE HANDOUT)

****MIS clerk will put a list on the h-drive**

III. Reports to Run After Locking the Marking Period:

A. Identify Students with Failing Final Grades for Mid-Term classes

Schools

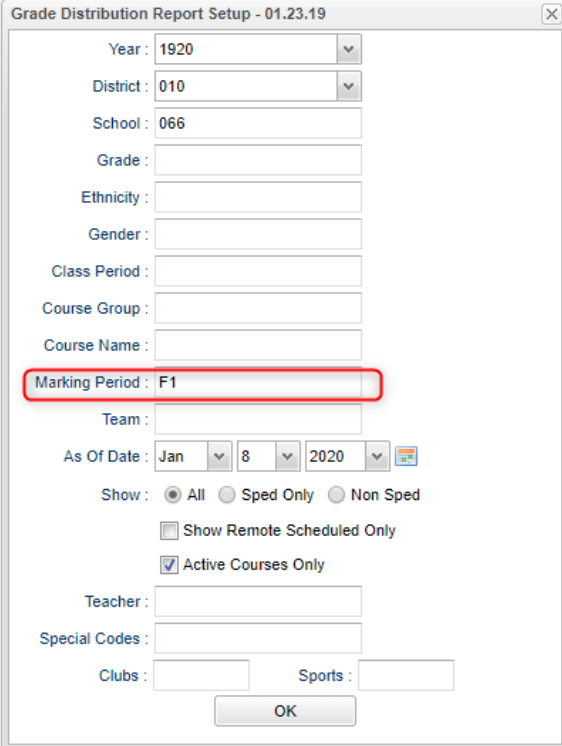
Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the semester. Go to *Grades > Count > Grade Distribution Report*

This list shows you the grade distribution for all your teachers by sections.

Any teacher that has no grades posted yet will be left off this list.

Teachers from other campuses that teach your students will not be listed on this report.

-Set the report to search for Final grades (F1) using the setup box below.



Then click on the count of "F" grades on the bottom row of the report and a list of the students will appear.

B. Carnegie Units Earned

Schools-(SEE HANDOUT)

****After Report Cards are run.****

Grading Period UnLock.

Grading Periods in WebGradeBook are locked to preserve the integrity of the assignment records. Once the prior marking period is locked and a teacher needs to make a grade change: They will need to fill out a **Gradebook Locking and Unlocking for Prior marking Periods** form, the Principal must sign it and email or fax it to the Data Processing Department.

This form can be found on the MIS website under the MIS Forms tab. www.cpsb.org/MIS